

**CITY OF CARLSBAD
ENGINEERING DEPARTMENT
SUBMITTAL CHECKLIST
FINAL MAP, PARCEL MAP, CERTIFICATE OF COMPLIANCE (IN LIEU OF FINAL PARCEL MAP)**

Drawing No. _____
 Project No. _____ Project Name _____
 City Project Engineer _____ Telephone _____
 City Planchecker _____ Telephone _____

A. THE FOLLOWING ITEMS MUST BE SUBMITTED FOR INITIAL PLANCHECK:

Project Engineer/Planchecker will mark items not required with N/A.

- ☐ 1. Transmittal letter from Engineer of Work listing all items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Completed and signed City Engineering Plancheck Application Form (Distribution: Planchecker)
- ☐ 3. a) Digital submittal of plans, b) Completed digital submittal checklist, c) Layer description (Distribution: Eng. P&P).
-see Engineering Standards for digital submittal requirements and checklist on City website (www.ci.carlsbad.ca.us/cserv/engin.html)
- ☐ 4. Five (5) sets of blueline prints of the Final or Parcel Map folded to 9" X 12". For Certificate of Compliance, submit four (4) sets of Plats labeled Exhibit "B" on 8 1/2 X 11 paper completed by a licensed land surveyor or appropriate licensed engineer. Each Plat shall, as a minimum, show the following data: **1)** North arrow and bar scale **2)** Street name(s) and width(s) **3)** Lot/parcel number(s), subdivision name(s) and map number(s) **4)** Black border and title box **5)** Plat marked as Exhibit "B" **6)** Any existing structures affected **7)** Matches legal description and calculations exactly (Distribution: _____Planchecker, _____Planning, _____Eng P&P (map only)_____File, _____Other, _____ - specify)
- ☐ 5. For Certificate of Compliance, four (4) sets of typed Legal Description on each lot on 8 1/2" X 11" sheet of paper.
- ☐ 6. Two (2) sets of bound Traverse Calculations for boundary, street centerline, blocks, lots and easements (Distribution: 1 Planchecker, 1 File).
- ☐ 7. Two (2) copies of Preliminary Title Report issued within 6 months of submittal (Distribution: 1 Planchecker, 1 File).
- ☐ 8. A copy of the Vesting Deed(s) (Distribution: Planchecker).
- ☐ 9. Three (3) copies of all the project's signed Conditions of Approval (Distribution: 1 Planchecker, 1 Planning, 1 File).
- ☐ 10. Two (2) blueline prints of approved Tentative Map or Tentative Parcel Map signed by Project Engineer and Planner (Distribution: 1 Planchecker, 1 Planning).
- ☐ 11. One (1) set of Reference Maps and documents as required (Distribution: Planchecker).
- ☐ 12. Two (2) copies of documentation proving authority to sign Map, if other than an individual (copy File & Planchecker).
- ☐ 13. Concurrent submittal of the following (as applicable): grading and erosion control plans, improvement plans, off-site easement documents.
- ☐ 14. List of street names approved by Planning Department (when project involves new streets) (copy Planchecker).
- ☐ 15. Plancheck fee (see current fee schedule).
- ☐ 16. Other _____

COMMENTS: _____

NOTE: INCOMPLETE SUBMITTALS MAY BE RETURNED UNCHECKED.

SUBMITTAL COMPLETE: CHECKED BY: _____ DATE: _____

SEE REVERSE SIDE

CITY OF CARLSBAD SUBMITTAL CHECKLIST
FINAL MAP, PARCEL MAP, CERTIFICATE OF COMPLIANCE (IN LIEU OF FINAL PARCEL MAP)

City Project No. _____ City Project Name _____
 City Drawing No. _____ City Project Engineer _____

B. THE FOLLOWING ITEMS MUST BE INCLUDED IN EACH RESUBMITTAL:
Project Engineer/Plancherker will mark items not required with N/A.

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted (Distribution: Original to Plancherker, copy to File).
- ☐ 2. Copy of previous transmittal letter from the City and planchecker's marked check list (Distribution: Plancherker).
- ☐ 3. _____ sets of blueines of the corrected map folded to 9-inch by 12-inch or Plat and Legal Description for Certificate of Compliance, (Distribution: _____Plancherker, _____Planning, _____Eng P&P, _____File, _____Other - specify).
- ☐ 4. Two (2) sets of bound traverse calculations corrected as necessary, sealed and signed by the Engineer of Work (Distribution: 1 Plancherker, 1 File).
- ☐ 5. Two (2) copies of Preliminary title report (Distribution: 1 Plancherker, 1 File).
- ☐ 6. All previous checkprints of maps, traverse calculations, Preliminary Title Report, subdivision guarantee, offsite easement documents, reference maps, documents and other department comments (Distribution: Plancherker).
- ☐ 7. Concurrent resubmittal of the following (as applicable): grading and erosion control plans, improvement plans and offsite easements (Distribution: Plancherker).
- ☐ 8. Comments from other departments: Planning____, Traffic____, Parks____, Fire____, Water Op.____, Eng P&P____, Other____.
- ☐ 9. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

COMMENTS: _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____

C. THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE CITY ENGINEER APPROVAL:
Project Engineer/Plancherker will mark items not required with N/A.

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted (Distribution: Original to Plancherker, copy to File).
- ☐ 2. Copy of previous transmittal letter from the City and Plancherker's marked checklist (Distribution: Plancherker).
- ☐ 3. Digital copy of plans in NAD 83', for Final and Parcel Maps only(Distribution: Eng. GIS).
- ☐ 4. 7 sets of blueine prints of the corrected Map or Plat and Legal Description sealed and signed by the Engineer or Surveyor of Work (Distribution: _____Plancherker, _____ GIS Coordinator, _____ Planning Sr. Management Analyst (Final Maps Only), _____ Eng. Des. for Vicinity Map (Final Maps only), _____Eng P&P, _____File, _____Other - specify).
- ☐ 5. Original mylars or photomylars of Map properly sealed and signed by the Engineer or Surveyor of Work and signed by all parties that are required to sign. No mylar is required for Certificate of Compliance (Distribution: Plancherker).
- ☐ 6. Two (2) copies of the Subdivision Guarantee dated within 10 days of submittal (Distribution: 1 Plancherker, 1 File).
- ☐ 7. Two (2) copies of Preliminary Title Report dated within 10 days of submittal (Distribution: 1 Plancherker, 1 File).
- ☐ 8. All Previous checkprints of Maps, Traverse Calculations, Preliminary Title Report, Subdivision Guarantee, Reference Maps, documents and other department comments (Distribution: Plancherker).
- ☐ 9. Tax Deposit Certificate for Final Tract Maps only (Distribution: 1 Plancherker, 1 File).
- ☐ 10. Proof of approval of improvement plans, grading and erosion control plans, offsite easements, required securities and agreements, and verification of payment of balance of fees (Distribution: Plancherker).
- ☐ 11. Approvals from other departments: Planning____, Traffic____, Parks____, Fire____, Water Op.____, Eng P&P____, Other____.
- ☐ 12. **ADDITIONAL ITEMS/INFORMATON REQUIRED:** _____

COMMENTS: _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____